



Applying for a Permit at the Building Department

Beginning this Monday, June 12th, 2017, you will see some changes to the City of Las Vegas Web site where you can apply for a permit. We worked hard to make it easy for you to do business on this site. Here is a short tutorial. You may want to acquaint yourself with the new features before it is time to use them to do business. You can perform all of these activities on a computer or a mobile device!

To apply for a permit, go to LasVegasNevada.Gov/ApplyForPermit

1. Select "Who Are You" ...Contractor, Design professional or home owner?
2. Enter the project/installation address.
3. Choose the correct address if there are multiple options.



Applying for a Permit at the Building Department

Apply for Online Permit

Start OverPermit ListReprint Inspection Card(s) and Invoice(s)

Who Are YouOnline Permit or ApplicationProject AddressApplicant InfoWork Type & DetailsReview & Pay

A valid State of Nevada contractor license and a valid City of Las Vegas business license is required.

ALL Fields Required

CITY OF LAS VEGAS BUSINESS LICENSE #
(Multijurisdiction Business License #)

1234567899

STATE OF NEVADA CONTRACTOR LICENSE #

1234567

E-MAIL

Test@test.com

PHONE # (XXX-XXX-XXXX)

702-123-4567

FAX # (XXX-XXX-XXXX) (OPTIONAL)

If you are a contractor you will need to enter your license information

Next

- If you are a contractor getting a **permit online** you answer “**NO**” to this question.
- If you are creating an application online and then coming to our offices to submit plans, you answer “**YES**” to this question.

Will you be submitting plans **other than** for a photovoltaic permit?

YesNo

- Selecting “**YES**” is an **application ONLY** and requires plans to be submitted to our office for review.

- Selecting “**NO**” will give you **online permit** options.

If you are a Residential Home Owner, you will need to accept this agreement from the Nevada State Contractors’ Board.

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Please enter contact information.
* Required Field

LAST NAME

FIRST NAME

E-MAIL

PHONE # (XXX-XXX-XXXX)

FAX # (XXX-XXX-XXXX) (OPTIONAL)

New Home Owner

Disclaimer:

I certify I am the owner of the property and am building or improving a residential structure on this property for my own occupancy. I acknowledge that I may not sell or lease this property within one year of completion and if I offer to sell or lease within one year of completion, it may be presumed that I have violated the provisions of Chapter 624 of NRS. I must directly supervise the construction and may not hire an unlicensed person to act as my contractor, agent or construction manager. Any subcontractor working on this project must be licensed by the Nevada State Contractors Board. If any repair, restoration, improvement or construction of a pool or spa is performed, the provisions of NRS 624.900 through 624.930 must be followed. Any person working on my project who is not a licensed contractor must be my employee, work under my direct supervision and I must comply with all applicable state and federal employment laws.

Nevada State Contractors Board
NRS Chapter 624

If you are a homeowner, you must accept these terms in order to continue

CancelI Accept These Terms



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Who Are You **Online Permit or Application** **Project Address** **Applicant Info** **Work Type & Details** **Review & Pay**

ADDRESS: 333 N RANCHO DR, LAS VEGAS Edit Address

PROJECT/TENANT NAME: John Smith X Add Name

Permit Type	Add/Remove	Qty / Sq. Ft.	Amount	Total
RE ROOFING/RESIDENTIAL	Remove	1	\$103.00	\$103.00
RE ROOFING/COMMERCIAL (SQ.FT)	Remove	1	\$142.00	\$142.00
CONSTRUCTION TRAILER	Remove	1	\$97.00	\$97.00
ADMIN FEE		1	\$55.00	\$55.00
			Grand Total:	\$397.00

Review & Pay

Once you have selected the work and added the Project or Tenant Name, you can pay for the permit. You can remove items that you added erroneously

Apply for Online Permit Start Over Permit List Reprint Inspection Card(s) and Invoice(s)

Who Are You **Online Permit or Application** **Project Address** **Applicant Info** **Work Type & Details** **Review & Pay**

Add Another Address ← If you want to apply for the same type of permit at another address too, choose this

Check Out Summary :
Please verify the permit summary, click on the Update Permit Summary button to make changes.

Total: \$397.00 Submit Permit(s) & Pay ← If everything looks good, choose this. If you need to make any changes, choose this

Address: 333 N RANCHO DR, LAS VEGAS Project Name: John Smith Update Permit Summary

Permit Type	Qty / Sq. Ft.	Amount	Total
RE ROOFING/RESIDENTIAL	1	\$103.00	\$103.00
RE ROOFING/COMMERCIAL (SQ.FT)	1	\$142.00	\$142.00
CONSTRUCTION TRAILER	1	\$97.00	\$97.00
ADMIN FEE	1	\$55.00	\$55.00
		Grand Total:	\$397.00

- For Photovoltaic permits (solar roof top permits for residential installations), please enter your Kilowatts as a whole number (round up to nearest whole number).
- Photovoltaic permits are the only online permits that have plans required. The contractor must have the plans onsite for the inspector and the plans will be kept by the inspector as part of the permitting record.
- If the system issues a commercial permit to a residential address, please contact our offices at (702) 229-6251 and we will note that it is residential in the system.



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Amount to be charged• \$397.00

This is a secure site. This site accepts VISA, MasterCard and Discover CREDIT cards. We also accept DEBIT cards with the VISA or MasterCard logo.

PAYMENT TYPE :

Credit/Debit Cards

ECheck

You can pay with a credit or debit card or an electronic check. If you pay with a credit or debit card you will get this page

This site accepts VISA, MasterCard and Discover cards only.



CARD HOLDER LAST NAME OR COMPANY NAME

CARD HOLDER FIRST NAME

CREDIT CARD NUMBER

EXPIRATION DATE

SECURITY CODE

WHAT IS THIS ?

ZIP CODE

EMAIL

TELEPHONE (OPTIONAL)

Cancel

Submit Payment

Amount to be charged• \$397.00

This is a secure site. This site accepts VISA, MasterCard and Discover CREDIT cards. We also accept DEBIT cards with the VISA or MasterCard logo.

PAYMENT TYPE :

Credit/Debit Cards

ECheck

If you pay with an electronic check you will get this page

MEMO
123456789 0000987654321 1001
9 Digit Routing Number Your Account Number Check Number

NAME OF ACCOUNT HOLDER

EMAIL

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIP CODE

COUNTRY

BANK NAME

ROUTING NUMBER

ACCOUNT NUMBER

TELEPHONE (OPTIONAL)

Cancel

Submit Payment



Applying for a Permit at the Building Department

Payment Accepted.

THANK YOU. From the confirmation page you can print your receipt, pay for another permit, or just exit

Payment Confirmation Number: 461647

Payment Transaction Number: A10AA48D4442

Authorization Number: 382PNI

Your credit card has been charged: **\$397.00**

Pay Another Permit

Print

Apply for Online Application

Start Over

Permit List

Reprint Inspection Card(s) and Invoice(s)

Who Are You

Online Permit or Application

Project Address

Applicant Info

Work Type & Details

Review & Pay

Application Details

* PERMIT / APPLICATION TYPE:

Select

* VALUATION: \$

PROJECT/TENANT NAME:

* TOTAL SQUARE FOOTAGE:

* WORK DESCRIPTION:

If you applied for an Application (not a Permit), you will see this page after you select an address. Once you complete it, you can review and pay your application fee.

Use the Add Application Contact button to add all contacts related to this application.
Select Next when done.

Add Application Contact

You can identify other contacts related to this permit

Next

Apply for Online Application

Who Are You

Online Permit or Application

Project Address

Application Details

Add Application Contact

If you selected Add Application Contact, you can select the contact type...

Select Contact Type



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Developer

...and enter identifying information

E-MAIL

LAST NAME / BUSINESS NAME

FIRST NAME

PHONE

ADDRESS

CITY

STATE

ZIP

BUSINESS LICENSE

Is this Contact responsible for submitting plans

Yes

No

Apply for Online Application

Start Over

Permit List

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Who Are You

Online Permit or Application

Project Address

Applicant Info

Work Type & Details

Review & Pay

PROJECT ADDRESS

Street Number: 333

Street Name: RANCHO

Edit

APPLICANT INFO

City of Las Vegas business license#: 3000000238

State of Nevada Contractor License#: 22130

Company Name: BOULDER CONSTRUCTION INC

Email: test@email.com

Phone #: 702-123-4567

Edit

WORK TYPE & DETAILS

Permit /Application Type: Disaster Repair

Valuation: \$10,000.00

Project/Tenant Name: John Smith

Total Square Footage: 500

Work Description: Fix wind damaged siding

Edit

You can make changes to the Project Address, Applicant Info, or Work Type & Details

A PROCESSING FEE OF \$55 IS REQUIRED FOR THE SUBMITTAL OF THIS APPLICATION.

Cancel

Pay Now

If everything is OK and you're ready to pay, choose this

Payment Accepted.

THANK YOU.

Application Number: R17-00157

Payment Confirmation Number: 461671

Payment Transaction Number: A70AA2F5832B

Authorization Number: 952PNI

Your credit card has been charged: \$55.00

Print your confirmation

Return To Building Permits

Print



Applying for a Permit at the Building Department

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City of Las Vegas-Department of Building & Safety
Development Services Center
333 N. Rancho Drive
Las Vegas, NV 89106

Download a copy Print this, if you are attached to a printer

Online Application and Payment Submission Confirmation

Payment Details:
Date: 5/8/17 9:15 PM
Total Payment Amount: \$55.00
Payment Confirmation Number: 461671
Payment Transaction Number: A70AA2F5832B
Authorization number: 952PNI

Transaction Details:
Application Number: R17-00157
Project Name: My Project
Project Address: 330 RANCHO CIR, LAS VEGAS

Please note that part of the changes that were implemented is a new naming convention for our permits. We will now have prefixes for all our applications and permits and the prefix needs to be used as part of the number. Please see below the “new” prefixes for permits:

<u>Permit Types</u>	<u>Prefix</u>	<u>Examples</u>
Commercial	C	C17-12345
Residential	R	R17-12345
Fire	F	F17-12345
Tract	P	P17-12345
Civil/Utility	L	L17-12345
Agreements	A	A17-12345

The permits prior to **June 12, 2017** that were migrated into the new system will not have the current year as a part of the prefix. These migrated permits will appear as follows:

<u>Permit Types</u>	<u>Prefix</u>	<u>Examples</u>
Commercial	C	C-12345
Residential	R	R-12345